

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

IN THE NAME OF ALLAH, THE MOST GRACIOUS, THE MOST
MERCIFUL



**ICF BOARD OF DIRECTORS'
GENERAL RULES AND OPERATING INSTRUCTIONS**

PREAMBLE: In accordance with the ICF Bylaws, Article IV: Board of Directors, Section 1, the Board of Directors is empowered to: establish overall policy and direction of the ICF; to define its mission, goals, and objectives; to assign priorities to those goals and objectives; to approve major personal policies; to review and approve the budget; and to raise financial resources required to meet the ICF's goals and objectives. In accordance with these stated powers, as well as those specifically outlined in Article IV: Sections 2, 9, and 11 (detailed below), the ICF Board hereby resolves as follows:

1. Individuals serving as ICF Board Members agree to follow the Sunnah of our Prophet (SAWS) in conducting ICF business. This includes conducting themselves in a proper and professional manner during all Board Meetings as well as outside of formal Board Meetings while dealing with ICF business or otherwise.
2. ICF Board Members agree to conduct ICF business on the basis of Shurah. All issues before the Board will be discussed in a civil manner, and allow comments both pro and con. Thereafter the Board Members will vote on such issues with the majority vote serving as the Board's decision. In the event of a tie, the Board Chairman will make the final decision on the matter. ICF Board Members agree to be bound by all decisions that are made in accordance with Board procedures, and to support such decisions even if they voted against them during the voting process.
3. Any ICF Board Member in good standing may, during any regularly scheduled meeting, nominate a member of the ICF community at large to fill a vacant Board position or to increase the size of the existing Board as appropriate. Once nominated, such an individual must attend the next available meeting to be interviewed by the entire Board, and to discuss their commitment to the ICF Board and community. After the interview, existing Board Members will consider and vote on the acceptance of the new member.
4. In accordance with ICF Bylaws, Article IV: Section 9, the ICF Board previously resolved to hold regular Board meetings on the first and third Saturdays of every month. It is further resolved that ICF Board Members must attend all regularly scheduled Board Meetings, and make every effort to attend any specially called meetings. If unable to attend, a Board Member must provide a valid reason for nonattendance through the ICF Secretary prior to the start of the meeting. Valid reasons include such issues as: illness, family member death, absence from the local area, occasional work conflict etc. However, regardless of the reason, any Board

Member who misses three consecutive meetings will be barred from voting on any issues at the next meeting they attend. And, any Board Member who has five or more unexcused absences from regular Board meetings during any year (from the start of one Muharram to the next) shall be subject to immediate removal from the Board in accordance with the ICF Bylaws.

5. ICF Bylaws, Article IV: Section 2 states that individuals serving on the Board shall have “a demonstrated commitment” to the ICF’s mission. Such commitment may be shown in numerous ways to include attending and participating in the regular Board meetings referenced above. However, membership on the ICF Board should not be considered as just a meeting commitment. Board Members are also expected to participate in and show leadership within the necessary life activity of the ICF community outside of formal Board duties as well. Such participation should include, but is not limited to: serving as Kateeb during Jumma; providing regular and consistent financial support to ICF through the ICF Treasurer; assisting with setting up, organizing, and sponsoring other periodic ICF activities; volunteering to work with existing ICF recurring programs or taking on a leadership role in establishing new programs; and serving as the point of contact for opening the masjid for daily salah.

6. In accordance with ICF Bylaws, Article IV: Section 11, the ICF Board hereby establishes an Executive Committee (EC). Such EC will consist of the following three Board Members: The individuals holding the positions of ICF Chairman, Treasurer, and Secretary. In the absence of the Treasurer or Secretary, the ICF Facility Manager may serve as the third member of the EC. However, under no circumstances will the EC make any decision, or take any action without the ICF Chairman serving as a member of the EC for that action. The EC is empowered to meet in between regular Board meetings to address and act upon matters affecting the day to day operations of the ICF. Such matters may include, but are not limited to: routine management of real and personal property for which ICF is responsible; reasonable purchases, repairs, and financial decisions not to exceed \$500 per action or \$1000 per calendar month; action upon, and distribution of sadaqah requests not to exceed \$200 per action or \$400 per calendar month; and representing ICF in dealing with other Islamic communities and the general public. Decisions made by the EC will carry the same force and affect as if they were made by the entire ICF Board. However, under no circumstances will the EC make decisions or take actions to change the general policies and long-term goals and objectives of the ICF.

NOTE: Specific Updates to Goals and Objectives and Oaths of Office will be completed in Seperate Documents from This Document. The Goals and Objectives Shown Below, Although Outdated, Will Be Left in Their Original Form for Historical Purposes

**ICF BOARD OF DIRECTORS’
SHORT AND LONG-TERM GOALS AND OBJECTIVES**
(AS OF: NOVEMBER 2010)

SHORT-TERM GOALS AND OBJECTIVES: DEFINED AS ITEMS FOR COMPLETION WITHIN THE NEXT 1-3 YEARS

SHORT-TERM GOAL/OBJECTIVE 1: To improve the organization and operation of ICF. This includes developing plans, procedures, and actions to make ICF more financially stable and capable of operating within its current financial limits. It also includes conducting meetings and daily business in a more organized and professional manner.

SHORT-TERM GOAL/OBJECTIVE 2: To develop a better sense of camaraderie and community within ICF. This includes sponsoring recurring community activities and periodic social gatherings outside the formal fard religious activities.

SHORT-TERM GOAL/OBJECTIVE 3: To improve the functioning of the ICF Board by developing General Board Rules and Operating Instructions, Goals and Objectives, and participating in team-building activities.

SHORT-TERM GOAL/OBJECTIVE 4: To rebuild the ICF savings account to a balance of \$10,000, primarily through the financial donations of Board Members, thus helping to establish an example of positive fiscal management and demonstrating the Board Members' commitment to the financial solvency and sustainability of the ICF.

SHORT-TERM GOAL/OBJECTIVE 5: To establish a positive cash flow for the ICF that allows a separate accounting and budget that covers: Operational expenses; Zakat/Sadaqa; Janazah Requirements; and Building fund.

SHORT-TERM GOAL/OBJECTIVE 6: To actively seek to establish and fill at least two seats on the Board for sisters.

SHORT-TERM GOAL/OBJECTIVE 7: To move ICF toward its stated goal of being more than just a location to hold Jummah Salat by establishing, and Board Members personally supporting, a regular weekend schedule of programs that leads to performing the five daily salah at least on Saturdays and Sundays.

LONG-TERM GOALS AND OBJECTIVES: DEFINED AS ITEMS FOR COMPLETION WITHIN THE NEXT 3-7 YEARS

LONG-TERM GOAL/OBJECTIVE 1: To move ICF further toward its stated goal of being more than just a location to hold Jummah Salat by establishing, and Board Members personally supporting, a weekly schedule of programs that includes performing the five daily salah at the masjid everyday.

LONG-TERM GOAL/OBJECTIVE 2: To rebuild the ICF savings account to a balance of at least \$25,000 from both Board Member and community member donations and general fund raising activities.

LONG-TERM GOAL/OBJECTIVE 3: To identify and begin negotiations to purchase real property for use as, or as a location to build, a permanent ICF Masjid, school, and Islamic center.

NOTE: The ICF General Rules and Operating Instructions, and the Short and Long-Term Goals and Objectives were approved by majority ICF Board vote on November 6th 2010 and are hereby enacted/updated by the signature of the Board

Chairman affixed. Such rules shall be reviewed annually and updated/modified as appropriate.

BOARD CHAIRMAN (Signature and Date Updated)

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GENERAL ICF SHURAH MEMBER OATH OF OFFICE:

I _____, a practicing Muslim and active member of the ICF community, hereby acknowledge my selection as a member of the ICF Shurah and accept the responsibilities of Shurah membership. I agree to abide by all rules, guidelines, and operating procedures governing the ICF Shurah, and am willing to commit my time, effort, and financial resources toward the ICF goals and objectives. I understand and acknowledge that my continued membership on this Shurah is subject to my continuing commitment to upholding the key Islamic principles outlined in the Qur'an, the life example of Prophet Muhammad (SAWS), and the rules for this Shurah.

SHURAH MEMBER (Signature and date)

WITNESS (Signature and date)

WITNESS (Signature and date)

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ICF SHURAH OFFICER OATH OF OFFICE:

I _____, a practicing Muslim, active member of the ICF community, and current ICF Shurah Member, hereby acknowledge my selection for the position of _____ for the ICF Shurah and accept the responsibilities and duties of that position for the term of two years beginning Muharram 1st, 14 (“Month”th, 20) _____ and ending Muharram 1st, 14 (“Month”th, 20) _____. I agree to abide by all rules, guidelines, and operating procedures governing the ICF Shurah as well as the additional responsibilities for the specific office for which I have been selected, and I am willing to commit my time, effort, and financial resources toward the ICF goals and objectives. I further understand and acknowledge that my continued membership on this Shurah, and for the position for which I have been selected, is subject to my continuing commitment to upholding the key Islamic principles outlined in the Qur’an, the life example of Prophet Muhammad (SAWS), and the rules for this Shurah.

SHURAH MEMBER (Signature and date)

WITNESS (Signature and date)

WITNESS (Signature and date)